



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES**

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**Non-classified Position Announcement
Humboldt River Deeds Technician
August 25, 2014**

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for the position of Deeds Technician (Water Commissioner) for the *title update of Humboldt River decree water rights*. This is a non-classified, full-time position within the Division of Water Resources.

Recruitment: This is an open competitive recruitment, open to all qualified persons.

Approximate Annual Salary (DOE):

Employee/Employer Paid Retirement:	\$41,906.16 - 61,950.96
Employer Paid Retirement:	\$37,124.64 - 54,893.52

This is a non-classified position equivalent to Engineering Technician IV - Grade 33. Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3%. The salary listed above does not reflect the reduction from the required furlough.

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied.

Qualified individuals are encouraged to apply immediately as hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

Recruiting For: An immediate vacancy in Carson City, Nevada.

The Position: This position updates title for water rights issued under the Humboldt River Decree. The deeds technician will analyze transfer documents to confirm title transfers, including mapping of said documents, to ensure the correct amounts of water transferred are shown in Division of Water Resources' records. The technician will populate spreadsheets and databases. The duties of this position also include field work in support of the mission of the Division.

Skills Required: Must have a willingness to learn and use AutoDesk Map 3D software and the ability to use Microsoft office. Must be able to work independently with minimal supervision, as well as the ability to work well in a team environment in collaboration with Division staff. Must be professional, well-organized, and self-motivated.

Minimum Qualifications: The minimum qualifications for this position require an Bachelor's degree from an accredited college or university with major course work in civil, mechanical, chemical or metallurgical engineering, mathematics or closely related field; OR an Associate's degree from an accredited college, university or technical school with major course work in engineering, engineering technology, math or related field and one year of technical engineering experience, which involved a variety of related tasks, knowledge in a specialized engineering function or program area, and the application of detailed work procedures, techniques, standards and controls; OR graduation from high school or equivalent education and three years of progressively responsible experience as described above; OR one year of experience as an Engineering Technician III in Nevada State service; OR an equivalent combination of education and experience.

Special Notes: Candidates are required to possess and maintain as a condition of employment a valid Nevada driver's license.

Submit Cover letter and Resume/Direct Inquiries To:

Michael Randall

Nevada Division of Water Resources

684-2800

Email: mrandall@water.nv.gov